

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF FLORIDA



PRO SE LAW CLERK VACANCY ANNOUNCEMENT

Position Title: Pro Se Law Clerk, Part-Time Position
Vacancy Number: 17-6
Location: Gainesville, Pensacola, or Tallahassee
Closing Date: Open Until Filled
Salary Range: JSP 11-13 (\$1,158 to \$1,650 bi-weekly) Depending on Qualifications

POSITION OVERVIEW

The United States District Court for the Northern District of Florida is seeking highly qualified applicants for a part-time (20 hours per week) pro se law clerk position. The pro se law clerk provides the court with procedural and substantive legal advice and assistance in connection with prisoner petitions and complaints. The pro se law clerk independently conducts legal research; reviews case records/filings; and drafts proposed opinions, memorandum decisions, and orders. The pro se law clerk provides objective advice to judges, chambers, and court staff and provides information to litigants and attorneys.

Funding for this position begins April 1, 2017, and lasts until September 30, 2017. This position may be extended beyond the initial six-month term based on the district's caseload and funding availability. This position does not involve representing clients or providing advice to pro se litigants. Ethical considerations prohibit a lawyer employed in this position from practicing law in any capacity for compensation outside, or in addition to, working for the court.

The position will be filled in the Gainesville, Pensacola, or Tallahassee division office. Telework may be considered in exceptional circumstances. One or more positions may be filled from this announcement.

REPRESENTATIVE DUTIES

- Manage and track pro se litigation cases
 - Performs substantive screening before and after the filing of all prisoner petitions, complaints and pleadings including state and federal habeas corpus petitions, motions to vacate sentence, civil rights complaints. Work may also include other non-prisoner pro se civil and Social Security cases.
 - Identifies issues and the basis for relief and performs legal research and analysis on those issues.
 - Provides written and oral information, guidance, and advice to district judges, magistrate judges, and other personnel regarding pro se litigation.
 - Prepares drafts of legal memoranda, reports, recommendations, decisions, and orders.
 - Provides procedural information to pro se litigants or counsel by responding to questions.
 - Reviews the docket of pending prisoner litigation to assure the proper progress of such cases and advises the court of those cases where action by the court is appropriate.
 - Advises appropriate personnel on the status of particular cases.
 - Maintains liaison between the court and litigants.
- Maintains communication with other courts, state and federal agencies, counsel, litigants, and court staff regarding court rules and procedural issues, calendaring and other litigation matters.

- Remains current with developments in the law of the circuit and the district court, as well as with evolving legislation. Updates legal personnel and judges on those developments to aid the court in adjusting to new legislation involving pro se litigation.
- Evaluates present procedures to identify effective methods to increase the efficient handling of pro se complaints, petitions, and pleadings. Identifies areas or practices in need of review and makes recommendations to resolve issues identified, as requested by the court, Administrative Office and other officials.
- Compiles statistics and prepares periodic reports, as required, documenting the status and flow of cases.
- Schedules and attends meetings and performs other duties as assigned.

QUALIFICATIONS

To qualify for the position of pro se law clerk, an individual must have excellent legal research, analytical, and writing skills, along with interpersonal skills well matched for working closely with judges and court personnel. Qualified applicants must be law school graduates from a law school of recognized standing and be admitted to practice by a state Bar association. Preferred experience includes: prior experience as a pro se or death penalty law clerk; having standing within the upper third of graduates from a law school approved by the American Bar Association or the Association of American Law Schools; and, experience on the editorial board of a law review. Legal experience in one or more of the following areas will be favorably considered: civil rights, habeas corpus, social security disability, and criminal appellate law.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees, which is available to candidates for review on our website www.flnd.uscourts.gov.

Compensation and grade will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judiciary Salary Plan. Judiciary benefits for this position include paid vacation, sick leave, and paid holidays. The selected candidate will be subject to a background check and employment is provisional until a suitability determination is complete.

APPLICANT INFORMATION

The location of the position, hours, and schedule will be determined once a candidate is selected. Current part-time pro se law clerks from other districts who may wish to increase their hours are encouraged to apply and will be considered. Applicants must be a U.S. citizen, a U.S. National, or qualify under the Appropriations Act Citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Qualified applicants should submit a cover letter, resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov). Your cover letter should be addressed to Jessica J. Lyublanovits, Clerk of Court, and should include a narrative statement of your interest in the pro se law clerk vacancy to:

Attn: Pro Se Law Clerk Vacancy 17-5
 United States District Court for the Northern District of Florida
 Office of the Clerk of Court
 111 N. Adams Street Suite 322
 Tallahassee, FL 32301

Application packets may also be filed via email to Charmaine.Steiner@flnd.uscourts.gov. To receive first consideration the application must be received by close of business, April 7, 2017. The position is open until filled. The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER